



# Superior Court of California County of Sacramento

*An Equal Opportunity Employer*

## ANNOUNCES AN EMPLOYMENT OPPORTUNITY *for* **EXECUTIVE SECRETARY**

### **THE POSITION:**

The Superior Court of California, County of Sacramento is now accepting applications for Executive Secretary. The Executive Secretary is a key confidential position in the Executive Office of the Sacramento Superior Court. This position performs full secretarial responsibilities for the Court Executive Officer and the Presiding Judge of the Superior Court. This position will report to the Court Executive Officer. The Executive Secretary performs especially difficult and responsible secretarial work that relieves the Court Executive Officer of a wide variety of work and a substantial amount of administrative and office detail.

Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.). This position has been designated as Confidential and serves at the will of the Court Executive Officer.

### **SALARY:**

**\$1,524.00 - \$1,852.00 bi-weekly**  
**\$3,315.00 - \$4,028.00 monthly**

### **LAST DAY TO APPLY:**

**Monday, May 2, 2005 at 5:00 p.m. (or until filled)**

### **ESSENTIAL DUTIES:**

Examples of duties performed by the Executive Secretary include, but are not limited to the following:

- Plans and coordinates meetings for Court Executives and Judicial Officers.
- Maintains appointment calendar for the Court Executive Officer and Presiding Judge.
- Acts as liaison between the Court Executive Officer and elected officials, statewide court administrators and members of the Judicial Council/Administrative Office of the Courts.
- Attends judicial meetings to take and transcribe minutes.
- Independently drafts correspondence for signature of executive staff and edits other compositions.
- Obtains documents, background information and other data for administrative reports, surveys and other uses.
- Maintains judicial policies and procedures.
- Provides clerical support for confidential personnel actions.

## **MINIMUM QUALIFICATIONS:**

### **Either I**

**Experience:** One (1) year experience performing the duties of Judicial Secretary III or equivalent class in Sacramento Superior Court service.

### **Or II**

**Experience:** Three (3) years executive level or legal secretarial experience performing a variety of complex administrative and office support work, including substantial experience in a public contact position.

### **Knowledge of:**

Organization and functions of the Sacramento Superior Court; office methods and practices with particular emphasis in the work of an administrative office; correct English usage, including grammar, spelling, vocabulary; arithmetic; proper preparation and format for correspondence and reports; principles and practices of supervision; maintenance of files and information retrieval systems; principles, procedures and practices of general record keeping; general office management principles and practices; computer data processing applications and software packages related to the work.

### **Ability to:**

Perform a wide variety of complex and specialized secretarial and administrative support work for the Court Executive Officer and Presiding Judge; interpret, explain and apply departmental policies and procedures; gather, organize, analyze and present a variety of data and information; deal tactfully and courteously with the public and other staff in routine, emergency and emotional situations; prepare summaries of reports and correspondence; compose reports and letters independently; analyze situations accurately and take effective action; use a personal computer and software for word processing and administrative support work; work with considerable independence and initiative while exercising good judgment in recognizing scope of authority; understand and follow oral and written instructions; read, write and speak English at a level necessary for satisfactory job performance; communicate orally and in writing with staff and the public; establish and maintain effective working relationships with others, including staff and the public.

## **DESIRABLE QUALIFICATIONS:**

- Knowledge of legal terms and processes.
- Knowledge of the organization and functions of court, county and/or state governments.
- Proficiency in Microsoft Word, Excel, Power Point and Publisher.

## SELECTION PROCEDURES:

1. Applicants must submit a completed **court application form**, **resume** and **answers to the supplemental questionnaire** by **5:00 p.m. on Monday, May 2, 2005** (*or until filled*). Applications received by the final filing date of May 2, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.
2. Application packets will be screened to determine the best-qualified candidates.
3. The best-qualified candidates will be invited to an oral interview. The interview may consist of written and/or oral questions and/or a job simulation exercise.

## SELECTION PROCEDURES FOR TRANSFER APPLICANTS:

To be eligible to transfer to this position you must meet all three (3) of the following requirements:

1. Be a regular Court employee.
2. Meet the minimum qualifications for the classification as referenced in this job announcement.
3. Be working in a classification for which the top step of the salary range is within 5% of the top step salary for the position for which you desire to transfer.

**TO APPLY FOR TRANSFER:** Employees who are eligible to transfer into the Executive Secretary position must submit a completed **court application form**, **resume** and answers to the **supplemental questionnaire** by **5:00 p.m. on Monday, May 2, 2005** (*or until filled*). Applications received by the final filing date of May 2, 2005 will be the first to be considered. Applicants are responsible for submitting complete application packets; Human Resources will not notify applicants of incomplete application packets upon receipt. Applications can be submitted online at [www.saccourt.com](http://www.saccourt.com), in person to the Court's Human Resources Office, 901 H Street, Suite 405, Sacramento, California, or sent to our mailing address, Superior Court of California, County of Sacramento, Human Resources, 720 9<sup>th</sup> Street, Sacramento, California 95814.

Applications will be screened to ensure eligibility for transfer and those applications that are eligible will be provided to the hiring Manager.

The hiring Manager will contact applicants regarding the status of their applications.

**Eligible transfer applicants will be considered by the hiring Manager. Submission of an application does not guarantee an interview.**

The selection procedures are subject to change.

If you believe you have a disability that will make it difficult to participate in any portion of the recruitment process and will require reasonable accommodation, please contact the Court's Human Resources Office at (916) 874-7828.

# EXECUTIVE SECRETARY

## SUPPLEMENTAL QUESTIONNAIRE

Completion of this questionnaire is a required part of the examination process. Your responses **must be submitted** with your **court application** form and **resume**. Applicants who do not complete this supplemental questionnaire will be eliminated from the examination process.

Be sure to answer the questions completely and accurately. Your responses will be used to evaluate your **writing skills** as well as your **experience** and **qualifications** when determining the best-qualified candidates for interview.

Please include your name on each page of your response and limit your response to no more than one (1) page per question.

1. Describe your experience working in an Executive Office or in a setting where you were required to manage multiple priorities.
2. Describe your experience taking and transcribing meeting minutes. Include in your description the type of meetings for which you have taken minutes, the method of speed-writing you use, and the format of the transcribed minutes (i.e. verbatim, action items only, etc.).
3. Describe your experience in meeting and event planning. Include in your description the number and type of meeting attendees and your role and responsibilities throughout the planning process.

**SUPERIOR COURT OF CALIFORNIA  
COUNTY OF SACRAMENTO  
EMPLOYMENT INFORMATION**

The Superior Court of California, County of Sacramento, is an Equal Opportunity Employer. Applications are encouraged from all persons regardless of race, ethnicity, sex, religion, national origin, age, sexual orientation, disability or any non job-related criteria. Court employees are employed by the Court in accordance with the Trial Court Employment Protection and Governance Act (Government Code Section 71600 et seq.) and are exempt from Sacramento County Civil Service.

Employment with the Superior Court of California, County of Sacramento, is contingent upon passing a security clearance, which includes fingerprinting. Before appointment, candidates must provide documents evidencing identity and authorization to work. The Superior Court of California, County of Sacramento, is obliged to examine each candidate's documents that 1) identify the individual and 2) are evidence of authorization to work. The Superior Court of California, County of Sacramento maintains a smoke-free, drug-free work environment.

Some positions require, as a condition of continued employment, that the person either 1) become a union member, 2) pay a fair share fee to the union, or 3) meet specific requirements under which an equivalent amount must be paid to a charity. A medical examination may be required for specific positions due to related job tasks.

If you have a disability that would require accommodation during the application, testing and/or interviewing process, please call Human Resources at 916-874-7828.

**BENEFIT INFORMATION**

Most employee benefits are similar to the following for all employees of the Superior Court of California, County of Sacramento; however, some benefits differ depending upon the employee representation unit to which the employee's job classification is assigned. Information concerning the exact benefits applicable to a particular job classification may be obtained from the Superior Court of California, County of Sacramento, Human Resources Office. Most benefits do not apply to temporary positions. The following is an explanation of the benefits, which apply to those employed in regular positions:

**Vacation:** Vacation with pay varies depending upon the employee representation unit. New employees typically earn ten (10) days per year and accrual rates normally increase according to years of service.

**Holidays:** The Superior Court of California, County of Sacramento, recognizes thirteen  $\frac{1}{2}$  (13  $\frac{1}{2}$ ) holidays per year.

**Sick Leave:** Employees accrue 4.6 hours per bi-weekly pay period, equivalent to fifteen (15) days per year.

**Parental Leave:** Employees with at least one (1) year of service are eligible for paid parental leave upon the birth or adoption of a child.

**Retirement:** Employees are covered by the Sacramento County Employee's Retirement System and Social Security.

**Group Health, Dental and Life Insurance:** The Court either pays for or shares the cost of employee and dependent health insurance coverage depending on the negotiated agreement. Employee and dependent dental insurance is provided at no cost. Basic employee life insurance is provided at no cost to the employee with additional optional life insurance subsidized by the Court.

**Deferred Compensation:** The County offers a Deferred Compensation Program to employees who wish to reduce their taxable income earned with the Court. Enrollment in, and modification to, the employee's plan occur on a quarterly basis.

**Credit Union:** The credit union offers loan facilities and systematic savings plans through payroll deduction.

**Computer Purchase Program:** Employees with one (1) year of service are eligible to apply for an interest-free loan for the purchase of a personal computer.